

**POLICE CRIMINAL INFORMATION SPECIALIST II**

(Promotional Class)

**DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses responsible supervisory and technical positions, the primary duty of which is the supervision of the positions of Police Criminal Information Specialist I during an assigned shift. Incumbents in this class assist in developing and maintaining standard operating procedures for the Crime Information Unit, directly monitoring and evaluating the work of all subordinates assigned. Employees of this class assist with the budget and complete all necessary reports for the division. Police Criminal Information Specialist II have the authority to work independently in most areas, and perform duties with only general instructions. Employees of this class report to and have work reviewed by a Police Major as designated by the Police Chief.

**EXAMPLES OF WORK**

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Assists with managing the operation of the Crime Information Unit of the police department. Supervises the responses of subordinates and responds to telephone calls to the division, and takes complaints from callers, walk-in citizens and units, recording as much information as possible. Handles routine matters following department procedures. Replies to requests for assistance from law enforcement officers. Supervises and dispatches information, such as criminal histories, offenses, warrants, vehicle registrations, stolen property, missing persons, cancellations, and all other related matters to field units. Supervises the monitoring of radio activity, and expedites information or answers questions from field or emergency units by radio or other appropriate means. Oversees the operation of and operates terminal equipment connected to LLETS, NCIC, and other law enforcement and criminal justice entities. Communicates with Louisiana State Police or other law enforcement agencies by telephone or radio in order to exchange information. Recommends management policy, goals and objectives or develops new procedures regarding office functions, personnel and equipment for the division.

Observes division operations in order to delegate authority for more effective work from division personnel. Holds meetings with Police Criminal Information Specialist Is for the purpose of receiving and reviewing reports, disseminating information, and distributing information concerning the division. Supervises division employees by assigning work or duty schedules and

areas, approving leave, and evaluating work performance as directed. Discusses work performance with subordinates, and resolves employee complaints and grievances. Writes employee evaluation reports. Maintains discipline among employees by conducting corrective interviews or recommending disciplinary action to the appointing authority. Counsels employees who are experiencing work problems, and provides assistance in technical areas of work. Provides informal or "on-the-job" training for new employees assigned to the Crime Information Unit.

Assists in the preparation of an operating budget for the division, and submits to the proper authority. Compiles information to be used in developing the budget, such as computing salaries, hours, overtime, and related data for annual budget. Assists in purchases of supplies or recommends major purchases of equipment and supplies, keeping such purchases with the established budget. Finds estimates for equipment repair costs, locates repair services, and arranges for such repairs and needed maintenance of all division facilities, equipment or operating systems. Inspects equipment or property after repairs are completed.

Supervises the operation of and operates departmental computer and related office equipment in order to process, send, retrieve or copy information from documents and records as maintained by the division. Manages and receives warrants and reports, such as missing persons, stolen items, and items recovered reports. Supervises the organization and filing of correspondence, forms, records, and reports according to department procedures. Supervises and enters routine or additional information in department records maintained either in hard copy files or the computer database. Performs appropriate back-up function in computer files. Supervises the maintenance of and keeps records on the location of materials removed from files. Traces missing files. Manages and organizes information for reports, and prepares division reports as may be required.

Performs public relations duties such as answering telephone inquiries about the operation of the division. Answers questions from the public about the operation of or any recovery related areas of the Crime Information Unit. Writes letters or supervises the written response to oral or written requests addressed to the division or as required to handle problems or other needs of the division.

Performs any related duties as assigned.

#### **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United

States, and of legal age.

After offer of promotion, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must be a regular and permanent employee in the class of Police Criminal Information Specialist I for at least two (2) years immediately preceding closing date for application to the board.